



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: ADMINISTRATOR I

NUMBER: 13-13

JOB CODE: A1000

DATE: 03/22/2013

SALARY RANGE: 67 (\$30,724.80 – \$46,615.20)

PCQ#: 8813204

JOB LOCATION: Department of Mental Health
Region IV Community Services
Highway 9/US 231 North
Wetumpka, AL

QUALIFICATIONS: Bachelor's degree in Accounting, Business Administration or a human services field, plus some experience (12 months or more) in the mental health field. **NOTE:** *Preference will be given to applicants with experience in administrative accounting and/or computer operations.*

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: Coordinates with regional business manager and central office personnel in order to maintain and enter appropriate data into the ADIDIS system to maintain needed services for consumers. Assist with ensuring all consumers in the region are properly entered into the ADIDIS system. This also includes tracking/notification of any problems or potential problems with corrective measures put in place. Review prior authorizations for the ADIDIS system and maintain contact with community providers to ensure any problems are resolved. Manage accounts payables. Coordinate inventory and necessary paperwork to maintain regional inventory. Must have a valid driver's license in order to transport vehicles to vendors to ensure routine maintenance on the regional fleet of vehicles is performed according to departmental and automotive recommendations. Assists Regional Business Manager with reports and documents as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to effectively communicate both orally and in writing. Knowledge/experience with Mental Health programs and services; Medicaid and regulatory standards; basic accounting principles and computer operations to include Microsoft Office and Excel. Ability to review data and compile into final reports. Ability to work independently.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. Only work experience detailed on the application will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: April 19, 2013